

## **Essex Regional Retirement System Employment Opportunity**

The Essex Regional Retirement System is seeking a Retirement Counselor to serve as one of two positions in the retirement system providing end-to-end retirement services to over 6,000 retirees and members. This position is also responsible for processing the monthly refund warrant, among other duties. This position is focused primarily on financial compliance and administration, in addition to the counseling of members. This is a salaried/exempt position with a starting salary of \$74,000. Work hours are Monday through Friday, 8:30 a.m. to 4:30 p.m., and/or other such hours as may be required from time to time. A complete job description is below. Interested candidates should submit your cover letter and resume via email to Charles E. Kostro, Executive Director, Essex Regional Retirement System, at [ckostro@essexrrs.org](mailto:ckostro@essexrrs.org). This position will remain open until filled but interviews for this position will begin on or about September 14, 2020.

### **Essential Responsibilities:**

- Responsible for calculating and processing all manner of retirements such as superannuation, accidental and ordinary disability, accidental death benefits and involuntary retirements.
- Process all superannuation retirement applications and perform benefit calculations in accordance with Massachusetts General Law (MGL), Chapter 32 and all Public Employee Retirement Administration Commission (PERAC) and ERRS regulations and policies.
- Ensure that all retirement applications are complete in all respects, including that all the appropriate retirement forms are properly received and filed. Prepare new retirement applications for the Executive Director for approval and submission to the Board in a timely manner.
- Make final determination of service earned for those retiring. Apply anti-spiking calculations as appropriate and coordinate refunds pursuant to PERAC regulations.
- Responsible for officially notifying the unit of a retirement and ensuring that all proof of identification and date of birth documents are received and on file. Where applicable, prepare for the primary retiring unit a health insurance liability share memo.
- Provide direct counseling to members on retirement benefits and options, provide retirement estimates when requested, and discuss beneficiary options and the effects on future Social Security benefits.
- Process death and survivor benefits for retirees and members in service.
- Determine applicability and institute domestic relations orders.
- Provide counseling to members on their options to purchase prior non-membership service. Research and prepare all calculations for the purchase of prior creditable or military service for the approval of the Executive Director. Prepare all such requests in accordance with Massachusetts General Law (MGL) Chapter 32, and PERAC and ERRS regulations and policies.

- Coordinate purchase of service requests with the other Massachusetts retirement systems for members and former members.
- Process all installment plan requests, including establishing the terms and conditions of each installment plan in accordance with ERRS policies.
- Responsible for attending all office hours as necessary to provide membership and retirement counseling.
- Responsible for processing the monthly refund/rollover/transfer warrant.
- Responsible for conducting an audit of a random sample of no less than five percent of all affidavits received in response to the biennial retiree and beneficiary census to ensure the accuracy of the affidavits received.
- Retrieve and return files, maintain file room in an orderly manner and ensure that all files are in the correct and proper location.
- Must be physically present in the office on a regular and timely basis and may be required to assist with opening, closing and securing the office as necessary.
- Perform related duties as assigned.

**Knowledge/Skills/Experience:**

- Bachelor's degree in public administration, business or related field required, or equivalent relevant work experience.
- Direct experience with Massachusetts retirement systems and Massachusetts General Law Chapter 32 preferred.
- Excellent verbal and written communication skills required.
- Experience with Word and Excel required. Knowledge of public pension software preferred.